



# Cargo Receipt Instructions

Field Label	How to complete
From	Enter in the shipper's complete company name
At	Enter in the shippers full street address including city, state, and zip code.
Date	Enter in the ship-date.
Shipper	Enter in any shipper's reference numbers here.
Consignee	Enter in the consignee's (recipient's) full company name, street address, city, state, zip code, contact person and telephone number.
Agent	Enter in the name of the carrier Interlog has arranged to handle your cargo.
No. Packages	Enter in the number of pieces or packages you are shipping.
H/M	Enter a Y here if you are shipping hazardous material or a N if you are not shipping hazardous material.
Kind	Enter in the type packaging (such as pallets, cartons, etc.) and a description of what is in the packaging here.
Weight	Enter in the total weight in pounds, including packaging, of your shipment.
Class	Enter in the freight classification, if known, applicable to the type of product or commodity you are shipping.
Third Party	In all cases indicate that the shipment is third party billed to Interlog USA, Inc., 2818A Anthony Lane S., Minneapolis, MN 55518. Interlog will audit the actual carriers' invoice and then send the appropriate party a completed freight bill afterwards.
Remit COD	If the shipment is a COD shipment before and inform Interlog in advance and in writing. In this space, list the address to which the COD check is to be sent.
COD Amt	List any COD amounts
COD Charge	List to whom we are to bill any COD fees.
Address	List the permanent street address of the shipper.
Per	The person who prepared the Cargo Receipt should sign his or her name here.

When the trucking company's driver picks up the cargo be sure and have them inspect the shipment to ensure proper condition and piece count. They must sign the Cargo Receipt as a receipt. Take a copy of the signed Cargo Receipt and keep it for your records. Give the another copy to the driver.

If you have problems with either the Cargo Receipt or the driver, contact Interlog at 612-789-3456 immediately. If you are receiving cargo, be sure and inspect it for any loss, damage, or shortage BEFORE the driver leaves. You MUST indicate any such "exception" on the driver's copy of the Cargo Receipt before you sign for receiving any cargo. Notify the trucking company and Interlog of any problems immediately.